



## Summer Scoop

Week of December 20 - December 24, 2021



### Summer Course Change Management

Summer Session met with the Summer Session Advisory Committee to review the courses proposed for Summer Session 2022. Over 800 undergraduate courses were approved to move forward.

The next step is for departments to complete course scheduling with days and times in the ISA. Schedule Builds must be submitted to the Registrar using the ISA Schedule Submission Wizard by January 27, 2022.

Summer Course Change Management guidelines are available at: <https://summersession.ucsd.edu/documents/Manage-Course-Changes-2022.pdf>.

Please send any questions regarding summer courses to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

### Preview of Courses - Now Live

All courses that were approved to be offered for Summer Session 2022 have been posted to the Preview of Classes on the Summer Session website. Click here to be directed to the page: <https://summersession.ucsd.edu/courses/preview.aspx>

Please confirm that your unit's courses are present on the Preview of Classes by Friday, January 7. Summer Session will continue to update the Preview on a daily basis. Those changes come from those approved within the ISA. Please send any questions to [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).

### Summer Session Training - Recording Link available

Summer Session hosted a training on How to Hire Summer Session Instructors and Instructional Support on Thursday, December 14. Presenters from the Graduate Division joined Summer Session in walking through the steps of the hiring process.

You can find the recording at the link below. For questions regarding the training, you can contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

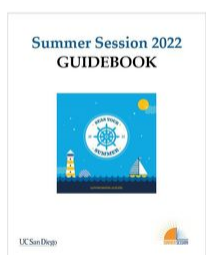
Meeting Recording Link:

[https://ucsd.zoom.us/rec/share/hiKLLvuWjHDx5NvdCLPtwhquedjm3OI07vX6fPhy2KprDwpX-n3pFL\\_L7bvlQwIU.nGU4\\_jygNZFIhBXo](https://ucsd.zoom.us/rec/share/hiKLLvuWjHDx5NvdCLPtwhquedjm3OI07vX6fPhy2KprDwpX-n3pFL_L7bvlQwIU.nGU4_jygNZFIhBXo)

### Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts  Data reporting continues	Call for Course Proposals Course proposals due  Summer Session kickoff meeting	Training: How to hire Summer Instructors  Summer Session Advisory Committee meeting  Preview of Classes posted	Approved courses scheduled within ISA  Schedule build spreadsheets due to Registrar	Classroom assignments as needed  Faculty teaching appointment letters sent out  Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists  Student fees assessed	Session 1 classes begin  Tuition & fees due	Students: Add/drop classes  Faculty Pay Date (Session 1)  Tuition & fees due	Session 2 classes begin	Sessions end  Reporting begins  Faculty Pay Date (Session 2)

### Resources for Summer Session instructors:



#### 2022 Guidebook

The [2022 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

### Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



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